

CRAWFORD COUNTY PLANNING COMMISSION

May Regular Meeting Minutes Crawford County Public Safety Building, Meadville, Pennsylvania

Commissioner Dreese, Chair, called the Regular Meeting of the Crawford County Planning Commission (Planning Commission) to order at 3:30 p.m. on May 23, 2022.

1. Roll Call:

Present –

John Lawrence
Ron Mattocks, Secretary
Maria Dreese, Chair
Travis Palmer
Jessica Hilburn

Absent –

John Frye
Katie Wickert, Vice-Chair
Austin Rock
Scott Sjolander

Other Attendees –

Peter Grella, CC Land Use Planner

2. Action on the April 2022 Meeting Minutes:

Commissioner Dreese requested a motion to approve the April 2022 Regular Meeting minutes. Commissioner Lawrence moved to adopt the minutes. Commissioner Hilburn seconded. Motion carried unanimously.

3. Communications:

Mr. Norwood provided an update on the communications received by the Planning Commission since their April 2022 regular meeting. Communications included:

- Request for a letter of support from Linesville Borough concerning a complete streets policy; and
- Crawford County Commissioner CCAP – Monthly Legislative Report.

4. Reports:

A. Standing Committees –

Transportation Committee: Commissioner Lawrence reported that the committee has not met. Commissioner Lawrence shared a few resources on electric vehicle charging stations.

Agricultural and Environmental Concerns Committee: Commissioner Hilburn reported that the committee has not met.

Personnel Committee: Commissioner Dreese reported that the committee has not met but has a meeting scheduled for Friday, June 3, 2022.

Planning Initiatives Committee: Commissioner Mattocks reported that the committee did meet to review its proposal on affordable housing. Mr. Gilbertson attended the meeting and provided feedback on the current draft of the proposal. The revised proposal will be more specific and include ideas for funding. The committee is going back to the drawing board to explore actionable ideas for housing programs. Its next meeting will be on June 8, 2022.

B. Planning Director's Report –

[ADMINISTRATIVE UPDATES]

None.

COMMUNITY PLANNING PROJECTS

Conneaut Valley Boroughs Multi-Municipal Comprehensive Plan –

The Conneaut Valley Boroughs Multi-Municipal Comprehensive Plan completed its final public meeting on May 16, 2022. Each of the three communities, Linesville, Conneautville, and Springboro, had representation from elected officials and members of the general public. Additionally, two state agencies, DCED and DEP, joined for the open house meeting. The Planning staff will work with the steering committee over the month of June to finalize the document and provide the communities an outline of how to proceed with adoption.

Recognition of Service - The Community Planning Division would like to recognize Commissioner Ron Mattocks who represented the Planning Commission very well at the event.

Ernst Trail Feasibility Study –

The Northwest Commission, with assistance from Michael Baker International, is finalizing the study. A final virtual public meeting will be held in the evening the week of May 23rd (date TBD at the time of preparing this report).

Erie To Pittsburgh Trail Gap Study –

The Northwest Commission, with assistance from Michael Baker International, is finalizing a gap study for the Erie to Pittsburgh Trail segments that will require on the road travel. One segment of special interest for Crawford County is the gap between Titusville and Hydetown. A virtual public meeting will be held in the evening the week of May 23rd (date TBD at the time of preparing this report).

COMMUNITY DEVELOPMENT PROJECTS

Community Development Block Grant Program –

The Planning Office staff is working through the completion of 14 construction projects this season. Delays in these projects are likely to occur due to supply chain issues, which is causing concern regarding fundability of projects. At this point no projects are in jeopardy of losing their funding. In addition, Crawford County, and our OBO communities, held our 2022 CDBG application cycle 1st public hearings. Crawford County's public hearing was well attended and had interest from communities across the County (from West Shenango to Spartansburg). Project ideas will be accepted through July 22, 2022.

Recognition of Service – The Community Development Division would like to recognize Commissioners John Lawrence and Jessica Hillburn who volunteered to post LAP notices in communities with limited English proficiency as required by the federal government.

Community Development Block Grant – Competitive Application

Planning staff was made aware of two additional competitive CDBG projects that may seek an application for funding this year.

LEGISLATIVE UPDATES

None.]

5. Public Comment:

None.

6. Subdivisions, Land Developments & Zoning Reviews:

A. Zoning Ordinance Amendment, Sadsbury Township –

Mr. Grella provided an overview of the proposed zoning ordinance amendment in Sadsbury Township to address a number of items including solar energy systems, planned residential development, certain oil and gas development regulations, and short-term rentals among others. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Sadsbury Township. Commissioner Hilburn moved to forward the County Planning Agency's review on to the Sadsbury Township Board of Supervisors. Commissioner Mattocks seconded that motion. The motion carried unanimously.

B. SALDO Text Amendment, Summit Township –

Mr. Grella provided an overview of the proposed SALDO amendment to address solar system developments in Summit Township. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Summit Township. Commissioner Lawrence moved to forward the County Planning Agency's review on to the Summit Township Board of Supervisors. Commissioner Hilburn seconded that motion. The motion carried unanimously.

C. Zoning Ordinance Amendment, Summit Township –

Mr. Grella provided an overview of the proposed zoning text and map amendments to address solar system developments in Summit Township. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Summit Township. Commissioner Hilburn moved to forward the County Planning Agency's review on to the Summit Township Board of Supervisors. Commissioner Mattocks seconded that motion. The motion carried unanimously.

D. Viking Tool & Gage, Inc. Land Development, Sadsbury Township –

Mr. Grella provided an overview of proposed Viking Tool & Gage, Inc. Land Development in Sadsbury Township. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Sadsbury Township. Commissioner Lawrence moved to forward the County Planning Agency's review on to the Sadsbury Township Board of Supervisors. Commissioner Hilburn seconded that motion. Commissioner Dreese questioned whether the structure proposed on the plan has already been constructed. Mr. Grella could not confirm an answer to Commissioner Dreese's question but noted that the main building on site has seen numerous additions over the years. Mr. Grella noted that the previous land development submission for this site was not recorded. Commissioner Dreese proposed that a new comment be added to the review letter under the procedural comments stating that the previous land development plan for the site was never recorded and may implicate the procedure for this proposal. Commissioner Dreese called for a vote on the matter – the motion carried unanimously.

E. Yolanda G. Barco Oncology Institute Parking Area Expansion Land Development, Vernon Township –

Mr. Norwood provided an overview of proposed Yolanda G. Barco Oncology Institute Parking Area Expansion Land Development in Vernon Township. Mr. Norwood mentioned that this development review was treated differently from typical reviews due to internal logistical issues encountered prior to the review. Mr. Norwood discussed the content of some of the more substantive review comments. Commissioner Dreese requested questions and upon hearing none, called for a motion to convey the review letter on to Vernon Township. Commissioner Hilburn moved to forward the County Planning Agency's review on to the Vernon Township Board of Supervisors. Commissioner Lawrence seconded that motion. Commissioner Hilburn questioned if there is any way to ensure that the Township will conduct a review of this proposal against their own SALDO. Mr. Norwood noted that the Township likely will conduct its own review and that the only reason why the Planning Office's approach to this review was different was the result of unique administrative circumstances. Commissioners Dreese raised the concern about changing the development review format without first communicating to the local municipality. Commissioner Hilburn suggested (1) that Vernon Township be informed why this report was conducted according to a different format and (2) that a confirmation email be sent by Vernon to the Crawford County Planning Office to recognize that they reviewed the proposal against the provisions of their SALDO. Commissioner Dreese called for a vote on the matter – the motion carried unanimously.

F. Administrative Subdivision Reviews –

Mr. Grella provided an overview of administrative reviews completed by the Crawford County Planning Office since the Planning Commission's April 2022 regular meeting.

7. Old Business:

A. Discussion – Crawford County Development Review Criteria –

Mr. Norwood discussed several options for the Planning Agency to explore “development review criteria.” The commission agreed by consensus that the creation of an ad hoc committee will be necessary to pursue this item.

B. Discussion – 2020 Planning Agency Strategic Plan –

No discussion.

C. Discussion – Act 152 Letter to Municipalities –

Mr. Norwood discussed that PA Act 152 allows counties to enact a fee on the recording of deeds and mortgages for the purpose of demolishing blighted buildings. Mr. Norwood continued to discuss some of the possible approaches to blight remediation in Crawford County that could be enabled by an Act 152 fund. The planning commission agreed by consensus to conduct outreach to gage municipal interest in establishing an Act 152 blight remediation fund.

8. New Business:

A. Presentation – Community Design, Transportation, & Rural-to-Urban Transect –

Mr. Norwood provided a presentation on community design ideas and policies that could be applied in some form within Crawford County.

B. Discussion – Planning Commissioner Comments –

Commissioner Palmer – Has worked with Commissioner Lawrence to gather information on electric vehicle charging stations.

Commissioner Lawrence – Enjoyed the presentation.

Commissioner Hilburn – Rural placemaking seminars have been good. After talking with a library patron, she believes that the rural broadband survey should be placed in county WiFi hotspots so that they can easily be filled out.

Commissioner Dreese – PennDOT has recently released a presentation on GIS resources.

9. Adjournment:

Commissioner Dreese requested a motion for adjournment. Commissioner Lawrence moved to adjourn the meeting. Commissioner Hilburn seconded. The May 2022 Crawford County Planning Commission Regular Meeting adjourned at 5:24 p.m. on Monday, May 23, 2022.

Respectfully submitted,

Maria Dreese, Chair

Crawford County Planning Commission

cc: Crawford County Board of Commissioners
Crawford County Planning Commission July 2022

PENDING REVIEW BY THE CRAWFORD COUNTY PLANNING COMMISSION ON JUNE 27, 2022.